

**THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010**

JUL 15, 1997

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN, JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, DEFENSE AGENCIES

SUBJECT: Guidance for the Transition to a Digital Environment for Acquisition
Programs

In his July 2, 1997 memorandum entitled "Policy for the Transition to a Digital Environment for Acquisition Programs," the Deputy Secretary of Defense set a corporate goal of digital operations being the method of choice across the community by the end of 2002. He further stated that the overwhelming majority of DoD acquisition and logistics operations are expected to be based on digital methodologies and products by that time. I strongly support the Deputy Secretary of Defense in this critical initiative.

To enable the smooth implementation of the Secretary's policy, the Director, Acquisition Program Integration, shall augment the Integrated Program Management Initiative Executive Steering Group (IPMI ESG) with representatives experienced in implementing a digital environment. As a minimum, the Service Acquisition Executives, Assistant Secretary of Defense for Command, Control, Communication and Intelligence, and Deputy Under Secretary of Defense for Logistics will be represented. The ESG will coordinate cross Component activities, develop any additional guidance deemed necessary for achieving digital program office operations and report progress to the Defense Systems Affordability Council.

Attachment (1) provides the additional implementation guidance which was originally coordinated with the policy memorandum.

A. Noel Longuemare
Acting Under Secretary of Defense
(Acquisition and Technology)

Attachment:
As stated

TRANSITION GUIDANCE

ACQUISITION PROGRAMS DIGITAL ENVIRONMENT

In order to achieve a digital environment in acquisition programs, the following specific guidance is provided:

- a. The Executive Steering Group shall report progress to the USD (A&T) every six months. The first progress report shall include a Plan of Action and Milestones for this initiative.
- a. Each component shall provide budgetary and technical support to their program manages to attain an acquisition program digital environment.
- a. The Components and Defense Contract Management Command (DCMC) shall encourage contractors to submit concept papers under the single process initiative (SPI) to promote and define the digital environment and reduce the opportunity for the development of sub-optimized solutions by each program office.
- a. The Defense Acquisition University (DAU) shall ensure that, beginning in FY 98, program management training courses include in their curriculum guidance on the practical implementation of the digital environment.
- a. All new programs will include digital operations in their strategy planning. All existing programs shall complete a feasibility and cost assessment of moving to digital operations as soon as possible. This requirement will be reflected in appropriate Component budgets.
- a. The feasibility and cost assessment for ACAT I programs will be completed in sufficient time to support budgeting no later than FY 00 POM.
- a. The data formats of independent standards-setting organizations shall take precedence over all other formats. The issue of data formats and transaction sets shall be independent of the method of access or delivery of the data.
- a. Existing infrastructure shall be used in implementing the digital environment to the maximum extent practicable.
- a. Milestone Decision Authorities shall assess the digital environment developed for each acquisition program as required by DepSecDef policy.